

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

July 3, 1985

PERSONNEL MEMORANDUM 3-85

TO: All Department Heads, Agency Directors, Personnel Officers  
SUBJECT: PAYROLL/PERSONNEL SOFTWARE IMPLEMENTATION

Conversion of personnel processing to the new payroll/personnel system will begin in mid-August and conclude by January 2, 1986. Each agency will be contacted by the Department of Personnel during July to establish a conversion schedule consistent with resources in staff and equipment. Basic training of agency user personnel will occur on an agency by agency basis prior to and during the conversion process. Personnel records will not be maintained on the Honeywell computer after January 2, 1986.

The payroll/personnel system purchased from Management Sciences America (MSA) provides the State and each agency with a number of advantages. The system has a scope and flexibility far beyond the current system. In addition to simplifying and shortening processing requirements, the system can provide much of the information needed for such areas as Manpower Planning and Employment Analysis; Compensation Management; Employee Relations Administration; Lost Time, Health, and Safety Programs; and Training Programs.

Each agency will establish itself under the system with unique job classification, position and employee records. On-line access is through any IBM 3270 compatible terminal. Control is maintained through CCS and MSA passwords, audit reports and signed authorization documents for job classification, position and employee changes. Increased decentralization of recordkeeping responsibilities will occur after the initial conversion process as agencies are able to meet the audit standards established.

Access to the reporting capabilities of the system and attention to requests for special considerations will be considered on a priority basis after the initial conversion is complete.

Enhancements to the system will be ongoing with priorities established by a user committee consisting of staff in the Department of Personnel and representative users of the system.

Any questions should be directed to George Viles or Richard Paradis at the Department of Personnel.



DAVID W. BUSTIN  
COMMISSIONER